***Hellgate High School – Principal Advisory Committee***

**Monthly Meeting**

**Monday, 2/9/15**

**Conference Room**

**Agenda**

***\*items in italics were submitted after the initial agenda was sent out***

Facilitator: Chip Rinehart Note taker: Laura Elliott Time keeper:

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| **Topic** | ‡**Notes** |
| **Old Business** |  |
| Why has the finance academy been presented to T&L at least three times as of 12/9/14, but not to the Hellgate staff once? This was the problem with the facilities plan. Hellgate staff wants to be informed. Seems to be something wrong with the process here. | Discussion: On the agenda is a comment that “not even has the finance academy presented to Hellgate Staff.” Was this sent before we presented on Dec. 11?  Principal: It is important for staff members to understand that this is a teacher involved process. She has taken her lead from administration. In fact the three meetings to the T&L was a structure told to us by the ERD. Also, it took CTE teachers 2 months to decide what and how to present the CTE & Finance Academy.  Social Studies, English and Math have been presented to. They are recruiting teachers and these will train this summer.  PAC: We don’t want to see other classes cut as a cost of this program.  Principal: If students want to take the classes we should offer them. Research suggests academies help students with grades and dropout rates.  PAC: Are we loosing offerings because of new courses offered? Does this have strong student interest?  Principal: This is based on the job market and community (this academy is a nationwide trend). There will be an additional .5 FTE. FTE will be reduced in some other area to make up for it. It will be determined by the numbers/student request and discussed mid-March. Business department needs 15 students to make a class; they want 12 offerings, preferably with 20-21 students. |
| I just returned from the restroom where, for the 3rd time this week, I cleaned blood and urine from the seat.  Could we PLEASE have flushable antibacterial wipes in each stall?   1. I could use the staff restroom --- philosophically, I believe all staff should use the general population restrooms 2. Even if I don’t have to deal with it, students will still have this problem 3. If we can’t do something about this problem, I should be excused from ever signing off on the blood-borne pathogens video.  We don’t really mean it, so why pretend?   I brought this to PAC just after the smarter balance test last spring which emphasized yet again why this matters.  Grumpily yours, | (see comment under comments, I believe this issue was addressed) |
| Please add to the next agenda: Staff focus groups for My Voice Survey. I will send the results of the survey to all staff.  From the MBI team: “You might also want to decide if you are going to offer staff focus groups again. I think the MBI team agreed that our role was to help make sure we made time for the staff my voice but that it should really be PACs role to suggest further follow up from admin.” | Discussion:  Staff My Voice results distributed along with last years and the prior years if available.  Heidi Wallace has agreed to facilitate the focus groups again this year. Participants last year were anyone who wanted to come could come. Administration is not involved for staff to feel anonymous.  Should PAC committee or Heidi decide what questions to ask? Heidi supplies the principal with a report with the results of the focus groups. The principal will supply staff with last year’s report.  This year MBI is focusing on Student Surveys and want PAC to focus on Staff Surveys as well as decide action items.  PAC: We will open this up to the whole staff to decide who should do this. JB will send out email to outline the process and recruit staff members for the committee. This will be done in JF’s room this year, so staff doesn’t have to enter the office. |
| **New Business** |  |
| Whoever shouts into the loudspeaker needs to learn to modulate their voice.   Trying to carry on a conversation with a parent while someone is basically shouting at kids to get out of the building is embarrassing and offensive.  What we want are students to not need to be babysat while they are in our hallways.  Running students out during the winter is bad policy.  Telling parents that students are unwelcome in school sends the wrong message.  Yes, I know the teacher complaints, and that the solution has been to have students leave, but I think 15 – 20 minutes is reasonable wait time, and a polite request with a well modulated voice, and follow up in the halls will send the correct message. | Discussion: This doesn’t seem to be such an issue as of late. We started doing this as a response from the PAC committee. Gentle reminder seems effective, but students continue to need a gentle reminder from staff members after the announcement. PAC feels it is helpful to have the gentile announcement to give students the information and supports them when asking students to leave.  PAC: Should this be something for MBI to address? |
| Wondering about PAC adding the possibility of having grades due on Wednesday after Record’s day to give students an opportunity for make-ups if they miss finals. | Discussion: The faculty handbook outlines that grades are due the following Thursday.  PAC: There is no reason teachers can’t give an incomplete for the extreme circumstance that a student misses a final.  Teachers cannot put first semester grades onto the next semester. Putting 1st semester grades onto 2nd semester compromises the progress system we have in place to prevent this. Counseling feels like this gives them more adequate time to make changes in students’ schedules when students receive final grades for the semester. Students take finals more seriously when they have quick turnaround in grades. |
| Please ask… Do we really need two announcements—one for students and one for staff?  If things are meant just for staff, could they not be sent out in the Principal’s Pen or in a separate email? | PAC: We think this is done on two separate pages, so the student one can be posted online.  Principal will check to make sure this is correct. |
| I have a request, captioning--as an interpreter at HHS I have experienced issues in room 202 with Charlene Young. Does HHS need to update the equipment?!! | Library: We don’t need new equipment, but teachers and interpreters may need to be trained on existing equipment.  Special Education Department: If you are showing a video and have a hearing impaired student who is responsible for the content, and it does not have closed captioning, DO NOT SHOW IT!  Departments probably need to prioritize and begin replacing videos with ones that are closed captioned (CC).  We have more deaf and hard of hearing students coming in the future.  There is a possibility that SOME (few) might be able to be close captioned, subtitles added “after market,” but it is extremely expensive and should be a last option.  Not even sure if this is a possibility this year; it was considered as an option last year.  Library: Every room has different equipment. Captioning can be equipped on the DVD, the projector or your TV could possibly run it.  You tube, media players, etc. have their own CC built in and those are specific to the room, teacher etc. Be careful because CC and subtitles are not the same thing.  closedcaptioning.net has instructions on how to run many different options for CC.  PAC: Maybe the interpreters need to be trained on how to run it? |
| I think this is revisiting something that was discussed earlier this year. The question is who governs what gets sold to faculty in the faculty lounge. We now have trinkets for children and Godly reminders gracing the prep table. Last fall it was first interstate bank. I personally do not think any of it is appropriate. We get hit by student fundraisers and faculty lounge promotions. It either should not happen or there should be a collective group that filters what we get inundated with. | Discussion: Some seem to be bothered by it and some feel it is okay. You can’t say yes to some or no to some because that is discrimination.  PAC: No more soliciting in the teachers’ room. |
| Wondering why the AA wasn’t sent to staff (only to Dept. Chairs in trickle-down communication style again).  Wondering if Lisa will take the AA Review team’s advice and let teachers pick content PD, etc., instead of trying everything to “PLC” or “Smart” or “District” goals. | Discussion: The principal sent the report to the department chairs because they serve on continuous school improvement team and will be working toward our building goals. Anyone can have it that wants it; we want to be transparent. Individuals that presented wanted the feedback. Principal didn’t want it to be exclusive and it wasn’t meant to be that way.  PAC: Principal will post the report it on the Y drive. |
| Wondering why we have to “Stage” a Graduation Matters event in March.  Our best one is in June at the End of the Year Picnic. | Principal: This was a central office decision. The events have been decided and are working out the details. There will be a March Madness, Attendance Matters bracket on Fridays during 4th period. Classes will compete for the winning spot. More details to come.  The district administration understands that graduation from high school is a K-12 effort, not just a high school concern. By having all schools, K-12, focus events during one month (March was selected) then we have a concentrated and consistent message to the public. I’m not sure where this idea originated, however one of the resources the HS administration plc has been reviewing is *What Works.gov*. We reviewed one idea that included a district/community wide effort in the month of September on school attendance. I can see how a district/community wide effort on GMM mirrors this model. |
| Admin, what setting do you want our gradebooks on? | PAC: Semester 2. Lisa will disseminate the information. |
| Can HHS/MBI seriously consider implementing a TIER 4 level of MBI?  Reason? We have in our building students who are not responding positively to TIER 3 measures, and are using up time & resources. Some “child sitting” is happening here at HHS. | Discussion: RTI model is a federal model. There is a fourth tier, but that is a gifted and talented tier. What do we do with the kids that don’t care?  Every student is a human being and we are not the solution for everybody. We can only do the best we can.  The tiers are still works in progress. They are not immediate fixes and there is a lot they want and need. We need more interventions; we just don’t have financial accessibility.  PAC: We will go through multiple solutions to find one that sticks. There will be more community intervention/wrap around in the future. Some of these students have no trust/family/responsibility and this makes things difficult when getting them to respond to interventions. These students take time and we are all working extremely hard. Keep documenting academic insubordination and when interventions fail. |
| Can we make the bell consistent with maybe… the international clock or a cell phone? | PAC: For the bell setting – The principal’s secretary will check it weekly and set it according to the time on our computers. |
| Comments: |  |
| Thanks for addressing sanitation concerns.  I don’t know if wipes went in all restrooms or just the one down the hall.  The toilets are now clean.  Kids are neither flushing the wipes nor using them quickly.  Girls who don’t know about my tantrum (sorry about that) keep talking about how great it is to have the wipes available. |  |